

ENVIRONMENTAL IMPACT REPORT CONSULTANT SELECTION PROCESS INFORMATION SHEET FOR APPLICANTS

Following a determination of potential adverse environmental impact for a project by the Land Use Services Department, an Environmental Impact Report (EIR) must be prepared. The following is a step-by-step guide for the project applicant, or his representative to assist the Environmental Section in the coordination of the EIR:

1. Following receipt of notification from the project planner that an EIR has been required, applicant contacts the Advance Planning Division (909) 387-4147 to set up an appointment to select a consultant to prepare the EIR. A specific staff member of the Division is assigned to your project.
2. A list of qualified consultants will be sent a Request for Proposal (RFP). The applicant may participate in the selection process. The County may elect to send an RFP to additional consultants as well. Applicant is asked to agree to deposit the entire amount of the consultant fee within a specified time after the consultant is chosen.
3. The RFP is prepared by the Advance Planning staff and opened for proposals to qualified consultants. A copy of the RFP is also sent to the applicant or his representative. The RFP specifies a submittal date for the proposals (normally within two to three weeks).
4. When all the proposals have been received and reviewed for adequacy by the environmental staff, the project applicant is notified and invited to review the proposals found to be adequate. If fewer than three (3) qualified proposals are received, the RFP must be opened up for bids until an adequate number of proposals are received. This extended period for the RFP usually causes a delay in processing times.
5. Consultant to prepare the EIR is selected by a selection committee in consultation with the applicant. The entire cost for the EIR stated in the consultant's proposal is deposited by the applicant before work can begin. The consultant fee should be hand-delivered to the individual environmental staff person who is coordinating your EIR. The Advance Planning division deposits the check into the appropriate County account and secures a receipt for the applicant.
6. Advance Planning staff prepares a contract or purchase order as appropriate, and authorizes disbursement of funds from the County to the consultant as specified in the Terms of Contract. It may take from two to four weeks from the time the consultant fee is deposited to process a contract or purchase order and have the consultant start work.
7. From the start date for the consultant, it normally takes 4 to 6 months for a "Screencheck Draft EIR" to be submitted by the consultant to the Advance Planning staff for review.

Following that review and any necessary corrections, the Draft EIR is circulated to responsible agencies and the public for a review and comment period which usually is 45 days, but which can range to 60 days.

8. Near the end of the comment period for the Draft EIR, a meeting of the Environmental Review Committee (ERC) is scheduled to review the adequacy of the Draft EIR. This meeting is open to the public; the members of the ERC are determined according to the project location and issues covered in the EIR.
9. At the end of the comment period, responses to all comments received are prepared and the resulting document containing comments and responses, the Final EIR, is taken before the Planning Commission and/or Board of Supervisors and certified as Final. One or more public hearings on the adequacy of the EIR may be held. Only after the EIR is certified can a decision be rendered on the project.
10. The total elapsed time from the decision to prepare an EIR to its certification can range from 8 to 12 months for most projects; particularly complex or controversial projects can take much longer.